

## VBOA Policy #2

**TITLE:**

Continuing Professional Education Guidelines for Sponsors

**EFFECTIVE DATE:**

December 31, 2018

**AUTHORITY:**

VBOA regulation 18VAC5-22-90

**POLICY STATEMENT:****Virginia-Specific Ethics Course CPE**

The Virginia Board of Accountancy (VBOA) requires that all people holding a Virginia license who have not been granted an exemption or waiver to complete on an annual basis a Virginia-Specific Ethics Course that complies with VBOA regulation 18VAC5-22-90 and VBOA Policy #4. The required annual ethics course must be completed no later than January 31 of each year to meet the previous calendar-year requirement. No sponsor may provide the annual ethics course later than January 31 for the previous calendar year.

The VBOA may contract with one or more vendors to provide the content/material for the Virginia-Specific Ethics Course, under the provisions of the Virginia Public Procurement Act (Code of Virginia § 2.2-4300 *et seq.*). The ethics course content/material must follow an annual outline approved by the VBOA. The VBOA will post on its website the selected provider(s) of the content/material for the Virginia-Specific Ethics Course.

Sponsors desiring to provide the Virginia-Specific Ethics Course must:

- Obtain the course contents/materials from the provider(s) selected by the VBOA
- Be pre-approved annually by VBOA staff as a sponsor of this course
- Be listed on the VBOA's website as an approved sponsor of this course
- Submit all course and evaluation comments to the VBOA within 60 days of the course being held

The course must be instructor-led but may be presented in a variety of different formats including, but not limited to, live seminars, conference sessions, online self-study presented by an instructor, live webcast and webcast replays, on-demand webcast and in-house training.

All instructors of the Virginia-Specific Ethics Course must hold an active Virginia license that is in good standing and must be pre-approved on an annual basis to instruct the Virginia-Specific Ethics Course.

Sponsors will be required to demonstrate their compliance with the VBOA's policy on content/material and instructor requirements prior to approval. Sponsors not pre-approved annually by VBOA staff will not be recognized by the VBOA as an acceptable Virginia-Specific Ethics Course sponsor. A person who holds a Virginia license will not be deemed to have met the annual ethics requirement if they complete a Virginia-Specific Ethics Course from a non-approved sponsor.

**Sponsors providing CPE other than the Virginia-Specific Ethics Course**

With the exception of the Virginia-Specific Ethics Course, the VBOA does not maintain agreements with sponsors, pre-qualify sponsors or individual courses, or require a person who holds a Virginia license to obtain CPE from specific sponsors. Sponsors are encouraged to comply with the Statement on Standards for CPE Programs issued jointly by the American Institute of Certified Public Accountants (AICPA) and National Association of State Boards of Accountancy (NASBA).

The VBOA generally accepts relevant and qualifying CPE from the following sponsors:

- National Registry of CPE Sponsors in affiliation with NASBA
- Quality Assurance Service in affiliation with NASBA
- Accredited college or university offering semester or quarter-hour credits
- Employer of a CPA
- Federal, state or local government
- State CPA society
- AICPA

The VBOA may accept hours of CPE from other sponsors. However, CPE obtained from sponsors not listed above may be subject to further examination and additional documentation requirements. Acceptance of hours of CPE is at the discretion of the VBOA.

At a minimum, sponsors must provide licensees a certificate of completion or some other form of documentation that includes the sponsor's name, participant's name, course/content name, date taken and hours of CPE earned.

**APPROVAL AND REVIEW:**

This VBOA policy was reviewed on December 4, 2018.

**SUPPRESSION:**

This VBOA policy replaces Board Policy #2 that was effective on December 11, 2015.

**VBOA CHAIR AT  
LAST REVIEW:**

Susan Quaintance Ferguson, CPA

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